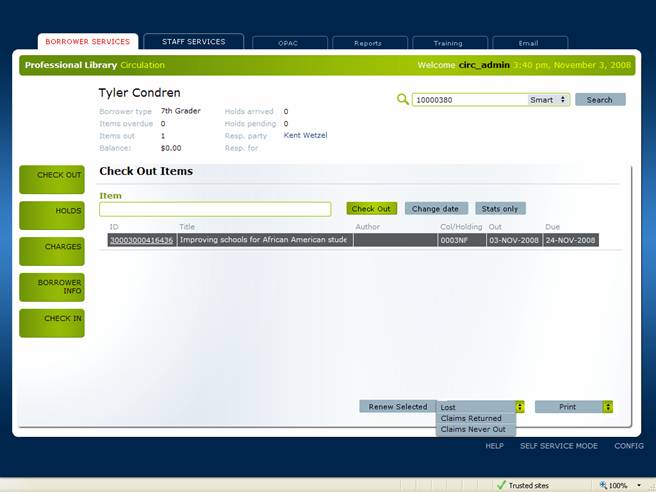
**TLC Procedures for changing the status from overdue to lost:**



**From the borrow services screen, pull up the borrower’s record. Highlight the overdue item. On the bottom of the borrower’s record, there is a pull-down menu including renew selected or lost. Change the status to lost.**